

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

RESEARCH BIOLOGIST MANAGER

JOB DESCRIPTION

Employees in this job direct the activities of Research Biologists. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations, materials and equipment of a fisheries or wildlife biology program, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

Position Code Title – Research Biologist Manager-3

Research Biologist Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title – Research Biologist Manager-4

Research Biologist Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

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Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Oversees the research project identification, design, implementation, analysis and findings of fisheries or wildlife research programs.

Writes technical reports and makes recommendations based on conclusions reached from findings.

Analyzes data with computer using statistical and other scientific techniques.

Records and interprets findings of fisheries or wildlife research in technical reports and professional publications.

Assigns work to subordinates and assists in the research methodology to be employed.

Plans and organizes individual research projects, conducts literature searches, and carries out field and laboratory studies.

Prepares and/or reviews research papers for presentation or publication.

Establishes and maintains controls for accuracy and uniformity of collecting and reporting of data.

Advises and consults with other fisheries or wildlife biologists.

Write reports for publication in professional journals and magazines.

Develops procedures for statistical processing of data.

Develops and tests new scientific methods in fisheries or wildlife management.

Evaluates technical literature and instructs department personnel in the use and significance of new research methods.

Conducts technical staff conferences on research projects.

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Directs the preparation of periodic and special reports, including tabulated and explanatory texts.

Evaluates new computer techniques to determine applicability.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of statistical theory and techniques.

Thorough knowledge of Michigan's fish life or wildlife management.

Thorough knowledge of effective methods of presenting scientific data and reports.

Thorough knowledge of equipment used in biological research.

Thorough knowledge of biological conditions in Michigan for aquatic biology or wildlife management.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of labor relations.

Ability to plan, assign, and coordinate research projects on a statewide basis.

Ability to apply results of research projects.

Ability to use statistical methods and procedures.

Ability to analyze and interpret research findings.

Ability to present findings in written or graphic form.

Ability to test the validity of research.

Ability to present conclusions in written and graphic form.

Ability to direct and train subordinate staff.

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Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree (that included a thesis) in wildlife management, wildlife biology, fisheries management, fisheries biology, or a related biological science with a research emphasis, including 8 semester (12 term) credits of upper-undergraduate and graduate-level course work which must include a course in experimental design and other courses in quantitative methods such as advanced calculus, operations research, computer science, statistics, mathematical modeling, or biometry.

Experience

Research Biologist Manager 14

Five years of professional experience in the areas of fisheries or wildlife research, including three years equivalent to a Research Biologist P11, two years equivalent to a Research Biologist 12, or one year equivalent to a Research Biology Specialist 13.

Research Biologist Manager 15

Six years of professional experience in the areas of fisheries or wildlife research, including three years equivalent to a Research Biologist 12, two years equivalent to a Research Biology Specialist 13, or one year equivalent to a Research Biologist Manager 14 or Research Biology Specialist 14.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

RESBIOMGR

Job Code Description

Research Biologist Manager

Position Title

Research Biologist Manager-3

Research Biologist Manager-4

Position Code

RESCMGR3

RESCMGR4

Pay Schedule

NERE-108

NERE-109

ECP Group 3
Revised 2/9/07
TeamLeaders